

Classification: Secretary (OA), NK-0318-III**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info: Agency:** Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)**1st Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)**2nd Div:****3rd Div:****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: James T. Blake**Title:** Deputy Program Executive Officer**Signature:** _____ **/s/** _____ **Date:** 5/20/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** _____ **/s/** _____ **Date:** 5/20/03**FLSA:** Non-Exempt**BUS Code:** 8888 **CL:** 320**Drug Test:** No**Emergency Ess:****Key Position:****OPM Functions Code:****Sensitivity:** NCS**Status:** Competitive**Reason for Submission:** Acq Demo Conversion**Subject to IA:** No**Previous PD Number:** 10936**Mobilization:****Envir. Diff:****Career Prg ID:****Acq Posn Category:****CAPL Number:****Acq Career Level:****Acq Posn Type:****Acq Special Asgmt:****Acq Prog Ind:****Career Spec – Primary:****Career Spec – Sec:****Cont Job Site:****Mobility:****Financial Disclosure:** ☐ Public Financial☐ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS FOR Secretary Series, GS-0318, TS-34, January 1979**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Office of the Deputy Program Executive Officer (DPEO) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Secretary (OA), NK-0318-III.

III. Duties:

1. The incumbent provides clerical and administrative assistance to the DPEO. The incumbent:

- Receives all visitors and telephone calls to the DPEO. Determines nature of call or business of visitors. If business requires the attention of engineering or scientifically qualified personnel, decides whether the importance of business, rank, or position of visitor is such to require personal attention of the DPEO, or if the visitor should be referred to the appropriate Director or Project Manager with the engineering or scientific subject. Incumbent is authorized to give out administrative information to callers upon determination of their right to receive it. When calls involve matters on which the DPEO will require background information, tactfully postpones the conversation, obtains the required information, and presents the information when informing the DPEO of the pending call.

- Controls the DPEO's activities schedule and reminds the DPEO of appointments. On own initiative and discretion, establishes priorities, sets up, reschedules, or refuses appointments, accepts or declines invitations to meetings, and arranges for representation by a subordinate official when that is desirable.

- Serves as buffer and acts as liaison between the DPEO and the Staff personnel by providing accurate, timely advice on procedures, reports, requirements and other matters necessary to implement the PEO's policies, directives, and instructions. Informs them of PEO STRI and the DPEO's views on current issues and programs and schedules briefings by members of the staff for the DPEO.

- Reviews correspondence and documents prepared for signature of or requiring coordination by the DPEO for conformance with regulations, grammar, format, and special policies of the PEO. On own initiative, returns such communications to the originator for correction when not in conformance with known policies or correspondence regulations. Gives advice and instructions to subordinate offices through discussions with author or secretary to obtain higher degree of compliance with general PEO policies or correspondence regulations.

2. In the absence of the DPEO, the incumbent assumes responsibility for ensuring that requests for action or information, which would normally receive the DPEO's attention, are made known to responsible appropriate subordinate organization staff personnel who can satisfy the request. Monitors resulting activities for the purpose of briefing the DPEO. Decides whether important or emergency matters should be brought to the DPEO's attention when the DPEO is absent, but accessible.

- Reads incoming publications, regulations, and directives which may be important to the activities of the DPEO or members of the staff.

- Receives requests from other organizations within the agency for information concerning programs under the DPEO's control. From available background data, assembles requested information or follows up to see that subordinates in the PEO submit required answers within the specified time.

- Composes correspondence on own initiative, based on knowledge of the DPEO's views and desires. Typical subjects include administrative matters, letters of acknowledgement, general office and PEO STRI policies, acceptance to invitations, and cancellation of conferences. Prepares regular and special records such as attendance, leave, degree of use of filing space and amount of classified material present in the office. Prepares similar paper work to ease the flow of work through the office and provides the DPEO with current information in readily accessible form.

- Makes all necessary arrangements for travel, arranging schedule of visits, making transportation and hotel reservations, notifying organizations and officials to be visited, keeping in touch with the DPEO en route, writing thank-you letters after the DPEO's return, and submitting travel vouchers and reports.

- Takes and transcribes dictation. Such dictation includes engineering and scientific terminology in such fields as electronics, modeling and simulation. Transcribes dictation into letters, endorsements, messages, office instructions, and reports, with responsibility for sentence structure, grammar, and spelling. Writes minutes and/or summaries of conferences and gives copies to participants who are expected to take action as result of conferences. On own initiative, follows up on projects resulting from conferences to ensure that schedules are met and report progress to the DPEO.

Uses multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets. Independently plans and performs complex office automation duties requiring different approaches and methods from one assignment to another, such as using different packages to: edit lengthy and complicated reports; collect, select, organize, and provide information; track the status of a number of projects assigned to the organization; and resolve incompatibility problems in transferring text from one software package to another when menu options and specific software instructions are not available. Develops methods and procedures for office automation tasks, and identifies and solves problems in existing methods or procedures. Uses word processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses database or spreadsheet software to create, enter, revise, sort or calculate, and retrieve data for reports; and uses graphic software to provide graphs and charts for reports and presentations. Transmits and receives documents and messages electronically using personal computers or workstations that are networked or linked to other computers or workstations.

Performs other duties as assigned.

Work Situation B:

PEO STRI includes approximately 500 employees in numerous subordinate organizations, some of which are further subdivided into divisions which may in turn be further subdivided. The PEO and DPEO direct the work of PEO STRI through many subordinate supervisors, and formal policies, procedures and reporting requirements are necessary.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts complex administrative activities. Develops rules, procedures, or operations for complex/difficult organizational tasks. Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts. Identifies issues requiring new procedures and develops appropriate guidelines.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others on complex issues/problems that may cross functional areas. Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation. Leads and guides others in formulating and executing plans in support of team goals.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers. Establishes customer alliances and translates needs to customer service. Works independently with customers at all levels to define services and resolve non-routine problems.

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality.
Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others. Guides and accounts for results or activities of individuals, teams, or projects. Promotes individual/team development; leads development of training programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality.
Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops and advises on administrative procedures and communicates them to all levels, both internally and externally. Prepares, reviews, and/or approves documents, reports, or briefings. Explains and/or communicates administrative/functional procedures at all levels.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans, acquires, and allocates resources to accomplish objectives. Coordinates resources across projects. Optimizes resource utilization across projects.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) FOR QUALIFICATION PURPOSES

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, formatting and punctuation

Knowledge of the organizational and functional responsibilities and operations of the employing organization and of the supervisor

Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the PEO.

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to use office automation tools and techniques to support office operations

Ability to access or locate information through the use of a personal computer or terminal

Skill in using a keyboard; skill of a qualified typist is required

Knowledge of general office administrative and clerical procedures

Ability to work cooperatively as a member of a team

Ability to provide guidance to customers

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit